



Revision number: 1

Purchasing Agent: GLENDON MITCHELL

**Item: COMPUTERS – SOFTSKILLS TRAINING**

Vendor: 611384A University of Utah, Office of  
Professional Education  
423 Wakara Way, Ste. 203  
Salt Lake City, Utah 84108-1242

Internet Homepage: [www.proed.utah.edu](http://www.proed.utah.edu)

Telephone: (801) 585-1780

Fax number: (801) 581-3165

Contact: Craig L. Michalak, Associate Director

Email address: [cmichalak@aoce.utah.edu](mailto:cmichalak@aoce.utah.edu)

Price: SEE ATTACHED PRICE LIST

Effective dates: 07/01/02 through 06/30/2003

Price guarantee period: One (1) year

Minimum order:

Other conditions:

Renewal Options:

---

**NOTE: EXTEND END DATE OF CONTRACT**

---

This is a multiple award contract. Users must review all contracts in the relevant category for optimal pricing and service: see listing on last page. Document the award selection.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor (creating a PG in Finet) and make payments for the same on a PV referencing the original PG. Agencies will return to the vendor any invoice which reflects incorrect pricing.

**Contact Information:**

Craig L. Michalak, Associate Director  
 423 Wakara Way, Ste. 203  
 Salt Lake City, Utah 84108-1242  
 cmichalak@aoce.utah.edu

**Scope of contract:** Training contracts cover any combination or the total of all three categories as listed on page 1 of the Contract Summary Sheet: Desktop Applications, Technical, and/or Softskills .

**Softskills** covers topics of a human resource nature, ie. project management, customer service, etc.

<i>U of U Professional Ed</i>	Beg	Int	Adv	No. of Days	Total Hours	List Price	Hourly Rate	% Off List Price	Contract Price
Communication	x	x	x	1	8	\$189.00	\$23.63	0%	\$189.00
Customer Service				1	8	\$189.00	\$23.63	0%	\$189.00
Human Resource	x	x	x	1	8	\$189.00	\$23.63	0%	\$189.00
Supervisory Training	x	x	x	1	8	\$189.00	\$23.63	0%	\$189.00
Conflict Management	x	x	x	1	8	\$189.00	\$23.63	0%	\$189.00

Suppliers may choose to coordinate classes to include State students and other customers. The State does not require private classes for State students.

The contract covers only the classes listed. Any changes must be pre-approved by the ITS Training Resource Center and State Purchasing.

Instructors must have a minimum of 2 years to teach classes listed in this contract. Certificates of completion to each student are required at the end of each class.

**Training materials:** Contractor is to provide training materials to each student for each class. This could include on-line materials, guides, manuals, etc.

**REPORTS:** The contractor will submit quarterly reports to the state purchasing agent showing quantities and dollar volume of purchases by each state agency and political subdivision. These reports will be due 10 days after the calendar quarter



**OTHER COMPUTER TRAINING CONTRACTS:**

**DESKTOP APPLICATIONS**

MA-819	Salt Lake Community College
MA-1451	University of Utah, Academic Outreach and Continuing Ed
MA-605	Ranel, Inc. dba ExecuTrain of Utah
MA-1401	The Learning Loft
MA-1453	New Horizons
MA-1455	The MindCenter LLC

**TECHNICAL**

MA-1451	University of Utah, Academic Outreach and Continuing Ed
MA-1454	Weber State University
MA-605	Ranel, Inc., dba ExecuTrain of Utah
MA-528	PC Training West, LLC
MA-853	Advanced Technical Center, Inc.
MA-1453	New Horizons

**SOFT SKILLS**

MA-1451	University of Utah, Academic Outreach and Continuing Ed
MA-1452	University of Utah, Professional Education
MA-1401	The Learning Loft

FINET COMMODITY CODE(S):  
92435000000- IN-SERVICE TRAINING